



Treasure Valley

COMMUNITY COLLEGE

AP 7125 Verification of Eligibility for Employment

Reference:

8 U.S. Code Section 1324a

The College will not hire or recruit a person for employment if it has knowledge that the person is not a citizen of the United States or is not authorized to be employed in the United States.

All departments who hire employees for any purpose or for any amount of money need to be aware of the requirements of the Immigration Reform and Control Act of 1986. It is required that all new hires meet with Human Resources prior to working to verify their eligibility for employment.

The form I-9, Employment Eligibility Verification, must be completed in a timely manner and in accordance with federal law. I-9 forms must be done by the Human Resources or under the direction of Human Resources.

The College will protect the privacy of the information it collects pursuant to this procedure.

Approved: April 21, 2026